

## Judiciary Human Resources Lending Library Checkout Sheet

1. **Today's Date:** \_\_\_\_\_

2. **Borrower's Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

(This person may be contacted if materials are more than two weeks overdue.)

3. **Materials Requested**

A. Title Requested: \_\_\_\_\_

☐ Print

☐ Video

☐ Audiotape

B. Title Requested: \_\_\_\_\_

☐ Print

☐ Video

☐ Audiotape

C. Title Requested: \_\_\_\_\_

☐ Print

☐ Video

☐ Audiotape

*Materials may be borrowed for a 30 day period.*

**Please return materials via traceable means using delivery confirmation.**

*The address is 2011D Commerce Park Dr., Annapolis, MD 21401.*

*Please direct any questions to Keiona Smith at 410-260-3607.*

---

For Office Use Only:

Date Materials Sent: \_\_\_\_\_ Due Date: \_\_\_\_\_

JHR-030 (Rev. 11/07)